



Weston Public Library Board
Regular Meeting
WEDNESDAY, November 3, 2021
7:30 PM, via Zoom
Agenda

1. Treasurer's Report
2. Minutes
3. Director's Report
Children's Room update
4. Chairman's Reports
Beautification offering spring bulbs
5. Old Business
Reception for Lynne Langlois
Dedication of Vitale plaque
6. New Business
7. Friends
8. Adjournment

NOTE: Next Board meeting will be Tuesday, December 7, 2021

Join Zoom Meeting:

<https://us06web.zoom.us/j/87479069527?pwd=N3d4UVF3WS8wbml4UjVhWEhXazJJZz09>

Meeting ID: 874 7906 9527
Passcode: 06883

One tap mobile

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DRAFT
Weston Public Library Board
Regular Meeting
Tuesday, October 5, 2021
7:30 PM, Via Zoom

DRAFT Minutes

Attendance: Thomas Burke, Lori Goertz, Barbara Groves, Anne Hunt, Amy Jansen, Sharon Murphy, Amy Sanborn, Cyprian Toczek, Karen Tatarka

Absent: Rick Ross

Guests: Susan Richard, representing Friends of the Library

Meeting called to order by Chairman Hunt at 7:35 PM

Member Sanborn made a motion to move Agenda item 9. Friends to Agenda item 1. Second by Member Hunt. Motion carried unanimously.

1. **Friends:** Susan Richard reported for the Friends. The Friends are holding its meetings via Zoom. The New Yorker Group is meeting in the Community Room. Short Story Hour is meeting tomorrow at 1:30 PM (first and third Thursdays); Classic Book Group will be meeting in a hybrid format, in person and virtual; Photography Club is meeting monthly; Art Talks are resuming—welcoming back art historian and educator, Riva Blumenfeld on October 14th (additional programs to be scheduled in November and December); author talks are under discussion. The Commission for the Arts held a reception for the Photography Club photography show in the Community Room. The Community Room will be open on Founders Day so attendees can view the show.
2. **Chairman's Report:** Chairman Hunt reported on the success of the outdoor reception for Nancy Lincoln. She thanked Members Groves and Goertz for the wonderful job they did pulling it all together, especially for the fantastic "Covid-safe" food. She also thanked Kiwanis for providing and setting up their tents. She shared two pictures from the event of Nancy with her clock from the Board and the generously donated quilt made by Karin Giannitti. (Secretary Sanborn will send a thank you note from the Board). While the Board had previously discussed planting a tree in Nancy's honor, it was decided that what has been done is sufficient.

The Board was reminded that it will vote for officers at the January meeting. Everyone was asked to please consider stepping up to fill one of the positions, especially Chair.

3. **Treasurer's Report:** Treasurer Toczek screen-shared the August and September reports. He reviewed the income and expenses for each month. There was minimal activity in August. In September, the most significant activity was revenues of \$165 from the Build a Bear Summer Reading celebration and a \$2,000 donation from the Huisling Foundation. Interest income for each month was around \$100, and expenses were also around \$100 for each month. At the end of September, 2021 total funds in all accounts was \$1,134,851.

The Board discussed the procedures with regard to who is handling various transactions into and from which accounts; where the various revenue streams are being deposited and from which accounts expenses are being paid. Treasurer Toczek and Director Tatarka will meet to determine what the easiest and most appropriate way to handle each is. There are no irregularities that led to this discussion; it is purely procedural.

Member Groves made a motion to accept the Treasurer's Reports for August and September of 2021. Second by Member Murphy. Motion carried unanimously.

4. **Budget:** The budget information should be available in November. The Board affirmed that the Budget Committee from last year will continue for the FY 2022-2023 budget cycle. The Budget Committee members who will assist Director Tatarka are: Goertz, Hunt, Murphy, Sanborn and Toczek. Director Tatarka will distribute the budget packet when it is available.

5. **Minutes:**

Member Jansen made a motion to accept the Minutes of the Regular Meeting of the Library Board August 31, 2021 (September meeting). Second by Member Goertz. Motion carried unanimously.

6. **Director's Report:** Director Tatarka reported that she will be meeting with Town Administrator Luiz and Finance Director Darling to review the grant-related CHRO paperwork. This needs to be completed before reimbursement from the State may be requested for grant-funded projects.

Update on the status of the Children's Room project: The various items yet to be delivered are expected by the end of October. As a result, the "ribbon cutting" celebration will likely be in early November. The Vitale plaque is up but covered to be unveiled at the celebration. This event will also honor Trustee Emerita, Lynne Langlois which had originally been planned for April 2019 but canceled due to Covid.

Director Tatarka also discussed the need to choose and acquire signage for the Children's Room. She has been unsuccessful in connecting with the company used for the signage during the renovation of the main part of the Library. She will discuss this with Creative Library concepts. When the cost is available, we can see if there is money left in the budget for the Children's Room remodel to cover the incremental cost.

Update on the Adult Services Librarian hiring process: Director Tatarka and LTA Karen Bennett conducted seven virtual first-round interviews between Sept. 13 and Sept. 23. The Interview Committee, Director Tatarka, LTA Bennett, and Board Members Hunt and Sanborn conducted in-person second-round interviews on Sept. 30 and Oct. 1. The candidates also had conversations with Children's Librarian Petrino and other staff members on those dates. Director Tatarka will catch up with staff today. The Interview Committee will meet with Town Administrator Luiz and discuss how to proceed. The hope is to have someone in place by November.

Director Tatarka gave an update on the Wi-Fi situation and her conversation with Town Administrator Luiz after the last Board meeting. While the Town's IT budget cannot absorb the full cost, he is willing to split with the Board the cost of upgrading the system which also extends the service outside the building to the benefit the entire community, especially after storms. Unfortunately, the new system will not arrive until March of 2022. Director Tatarka was made aware of and applied for an Association of Rural and Small Libraries grant that might be available to cover this expense. Novus was able to help with two access points, installed by Bibliomation in 2016, that continuously fail. The two dead zones are now covered with a stop-gap measure, but service can still be spotty.

Member Sanborn made a motion to approve up to \$2,750 (before any grant availability) to cover half the cost to purchase of the Ruckus Wireless system detailed in the Black Rock Technology Group quote dated July 26, 2021 (back-ordered), excluding the related electrical work. The system is to be installed by NOVUS. Second by Member Groves. Motion carried unanimously.

Director Tatarka reviewed the options Makerspace Coordinator Lomas had researched to support hybrid programming. The information was circulated with the Director's Report in advance of the meeting. This could potentially be purchased with proceeds from the Car Show, should it be held in May 2022. If the Board agrees, MC Lomas will continue her research. The total cost for the items she recommends so far would be approximately \$4,000-\$5,000. It was the sense of the meeting that the Zoom Hybrid Programming items were fantastic and that consideration should be given to buying this technology before May of next year.

There has been an influx of teenage students using the Library after school. They love the hot cocoa, but at times, they could use some guidance/programming. Children's Librarian Petrino would like to be able to offer some gaming opportunities and would like to upgrade the older Nintendo system to a Nintendo Switch. With controllers and some games, the cost to begin this opportunity would be around \$500. Sign-ups will be required unless there is space available. Participants must be 12 and up.

Member Burke made a motion to approve up to \$500 to purchase the necessary items (system, controllers, games) to introduce the Switch gaming opportunity for teens. Second by Member Groves. Motion carried unanimously.

Director Tatarka reviewed the problematic situation with the lighting system which is still not fixed. Some zones will not turn on with several resets. Many electricians have been involved and unable to rectify the situation. The current plan is to have All Electric (who installed the system in 2016) get a quote from the manufacturer as to the cost to have a technician come out and diagnose the problem. The hope is not to have to replace the system with another make and model. All Electric believes that it should be able to be fixed as it is not an out dated system. It could cost \$1,200 for the technician for half a day.

Gate counts for August and September were 3,167 and 4,061, respectively. August was down about 30% from pre-pandemic levels and September down about 20%. The counts are slowly inching up to pre-pandemic levels. Print circulations were 6,099 for August, up 18.2% from pre-pandemic levels, while for September they were 4,389, up 9.4% from pre-pandemic circs.

The idea of promoting the Library as a work-from-home co-working space with free Starbucks was deferred for consideration at a later date given the current situation with the virus. Additionally, when the results of Town survey related to working in Town are available, how the Library can be marketed to satisfy demonstrated need can be explored.

There has been increased demand for more in-person programming. The Board discussed a possible piano concert this fall. Masks would be required and seating would be limited/reduced from pre-Covid availability. Director Tatarka will reach out to determine how much the performer would charge and possible dates.

Director Tatarka reviewed the extreme issues the Library currently has related to short staffing, especially in the mornings. On September 27th, Director Tatarka met with First Selectwoman Nestor and Town Administrator Luiz regarding possible solutions. Director Tatarka reached out to PT staff who were not near the maximum 15 hour/week average as well as a PT employee at Town Hall to help fill the morning hours. Satisfying these needs to the extent possible required requesting a supplemental appropriation of \$1,500 which was approved by the BOS on Sept. 29th. This will cover additional hours through mid-November, if needed. The Board noted the extent of various non-Library patron related issues the staff has had to deal with as detailed in the Director's Report. Concern was expressed that even more than in the past, the understaffing at the Library and all the stressors (be it the technology, ARPA grant having to be reworked to delays and pricing changes, the electrical situation, the Wi-Fi issues, staff computer issues and others) has created an almost untenable situation. The Board feels this is an issue that must be addressed with Town Hall going forward—increasing the staffing within the operating budget and/or possibly increasing the number of hours that part time employees can work each week. It is also difficult to find PT employees willing to work such limited hours. Additionally, curb side pick-up and grab and go are a huge time commitment for the staff. It does, however, satisfy a strong demand for such services by the patrons.

Director Tatarka shared a draft of the FY 2020-2021 Annual Report in advance of the meeting and asked the Board to share any comments with her.

The Director's Report including Departmental Highlights is attached.

7. **Old Business:** The Board discussed the Car Show scheduled to be held May 15, 2022. The situation with the Friends and who has done what was reviewed. Various options were discussed related to possibly scaling back the event. This included cars for coffee, smaller sponsorships, a lower fund raising goal. What is the show trying to accomplish? Raise money and awareness. Who will do the leg work leading up to it and the day of? How much work are the Friends willing to do as the beneficiary of the fund raising? The sense of the meeting is that Member Toczek is empowered to make the final decision as to proceed or not after the next meeting with the Friends.
8. **New Business:** Member Sanborn thanked Director Tatarka for her support of the Odyssey of the Mind program and teams this year with the District not sponsoring teams this year. Director Tatarka said she is happy to do it and has been a judge in the past. It takes none of her time nor any financial resources. It gives them a sponsor and a place to meet so they may compete.

The Board discussed the Children's Room reception to be held after the final items have arrived for the Children's Room remodel. The idea is to hold it possibly November 7th or 14th. Invitations will be extended to representatives from the State Library, Weston's representatives from Hartford, and our honoree, Lynne Langlois. Logistics and a budget will be developed when we have a date.

9. **Adjournment:**

Member Burke made a motion to adjourn at 9:22 PM. Second by Member Murphy. Motion carried unanimously.

Next Board meeting is Wednesday, November 3rd at 7:30 PM via Zoom.

Respectfully submitted,

Amy Sanborn
Secretary

Weston Public Library
Director's Report
October 5, 2021

Space Planning/Buildings and Grounds

- Children's Room and Related Projects eligible for State Library Construction Grant
 - CHRO paperwork for the grant funded projects is still pending. I am waiting for Town Administrator Luiz to set up a meeting with Finance Director Darling.
 - Children's Room remodeling is underway. The carts for storing the collection were delivered Sept. 3 and we began moving parts of the collection on Sept. 4. Thank you to Amy S., Anne, Marina, Susan and of course Alessandra for their help in moving the collection out of the room. The Town Handyman disassembled the existing desk, patched and painted walls, and repaired the carpet. The Town Handyman and Parks and Rec Buildings and Grounds Manager removed the majority of shelving and furniture. DPW removed the larger pieces. The majority of the furniture was delivered Sept. 8. Installers began their work on Sept. 8 and completed installing what had arrived by Sept. 10. Due to an issue with the size of the office and the measurements provided by the manufacturer, we had to make several changes on the fly to the layout due to space constraints. Everything came together well and we will know shortly if all of the end panels and canopy tops will work as designed. The canopy tops and end panels were not on the truck, but the shelves all arrived and were assembled. Thanks to Amy S., Anne, Sharon, Amy J. and Alessandra for moving the collection back into the room. The carts were picked up on Sept. 16 and 17. I have not yet received the invoice, but it will be slightly higher than quoted as we kept the carts a few days longer. The end panels and canopy tops arrived on the 28th. The installers did as much as possible, but were missing some critical components. They will need to return in October to complete the project. Additionally some chairs and the nook have not yet arrived. We are hoping to coordinate all remaining work so that the Children's Room only needs to go offline one more time. I am working with Charlie and various vendors to address some issues with items arriving damaged, but overall these issues were minimal and will be addressed. Feedback from the community has been exceedingly positive.
- Library Roof – Weekly progress meetings ended Sept. 21 as the majority of the work was completed with the exception of painting. As of Oct. 1, painting was completed and the dumpster was removed. There is still the outstanding issue of the lathe that was spec'd incorrectly. The wood is currently still located in the staff parking spaces. Both the contractor and the Town are trying to find a buyer as this was a custom order size and non-returnable. We did discuss on Sept. 21 moving the pallets out of the parking spaces, and I will follow up on that as parking is at a premium, especially on days when the Library hosts programs. Moving the pallets will require a forklift and it was unclear as of Sept. 21 who actually was responsible for the wood.
- ARPA Grant - Finance Director Darling has provided me with access to the accounts necessary to order the items approved by the ARPA grant. Unfortunately, there have been fluctuations in prices, so I am working with vendors to get updated quotes and adjusting the orders as necessary to remain within the grant amount.

Staff

- FT Adult Services Librarian Position - LTA Karen Bennett and I conducted 7 virtual first round interviews between Sept. 13 and Sept. 23. The Interview Committee (Karen Bennett, Amy Sanborn, Anne Hunt, and myself) conducted 2 second round interviews on Sept. 30 and Oct. 1. The committee will debrief the week of Oct. 4, and will make a recommendation. I hope to have someone in place by November.
- Due to Senior Librarian Nancy Lincoln's departure, the Library is extremely short staffed, especially for the morning hours. On Sept. 27 I met with Selectwoman Nestor and Town Administrator Luiz regarding possible solutions. I reached out to PT staff who were not near the maximum 15 hour/week average as well as a PT employee at Town Hall to help fill morning hours. I also reached out to neighboring Bibliomation libraries for PT staff who may want additional hours and received one positive response. Department Heads received a memo in the

interim regarding salary lines, and in order to put these additional PT hours into effect, I had to seek a supplemental appropriation. The Board of Selectmen approved the supplemental appropriation in the amount of \$1,500 on Sept. 29. This will cover additional hours through mid-November, if needed. I am now working to finalize the hours approved with the three PT employees who expressed interest.

- Thank you to Barbara, Lori, and Amy S. for all of their effort in organizing Senior Librarian Nancy Lincoln's retirement gathering. She certainly left on a high note and greatly appreciated the day as did the patrons who attended. It was a special way to commemorate her 37 years of service.

Policies

- Filming/Photography in the Library - I followed up with neighboring libraries. Many are currently working on reviewing their policies as well. I will continue to monitor developments and will draft suggestions for the Policy Committee.

Strategic Planning

- Strategic planning is on hold until staffing shortages are addressed and the Children's Room renovation is completed.

Technology

- WiFi - Based on discussions at the last Board meeting, I approached Town Administrator Luiz with the expense of replacing the Library's mesh system. The end result was an agreement to split the expense with the Board as the Town's IT budget could not absorb the full cost. Due to manufacturing delays, the ordered components will not arrive until March 2022. I was also made aware of an Association of Rural and Small Libraries (ARSL) grant that could cover the expense. As a personal member of ARSL, I applied for the grant and hope to hear soon if it has been approved. This grant does not require CIPA compliance as did the ARPA grant.

- o In the meantime, I contacted Bibliomation (who installed the existing system in 2016) about the two access points that continuously fail. After a long delay and no response, Novus was able to borrow two access points from the Schools and our dead zones are now covered. Novus will be the company that will install and support the Library's new WiFi.

- Several staff computers are aging and are greatly affecting productivity. I have had several conversations with Town Administrator Luiz about the need to replace those that are over 5 years old. We have agreed on what needs to be ordered, but the delivery time is 6 months out due to manufacturing delays. In the interim, I have worked with Novus to repurpose the 2 internet computers we have had in storage for the Children's Room after remodeling to be made into staff machines for the Children's and Teen Librarian and new Adult Services Library. I have purchased SSDs so Novus can upgrade the downcycled staff machines so that they are functional for public machines until the computer order arrives next year.

- The Library Board expressed an interest in learning more about the types of technology that the Library could incorporate to allow for hybrid programming. Makerspace Coordinator Lomas has begun researching options. Solutions range in price. Please see her initial research pasted below the Departmental reports. Judging by her initial impressions, a higher-tech solution could run around \$2,000 per space we wish to upgrade. I feel this would be a worthy goal for a fundraiser and if the Board agrees, I will have Makerspace Coordinator Lomas continue with her research.

- The Library is experiencing a large influx of teenage students in the after school hours. Children's and Teen Librarian Petrino will develop programs on the days with the greatest influx to help engage this population. We believe that upgrading the gaming system in the Community Room to one of more currency with the teens would help with this project. We propose a Nintendo Switch to complement the PS4, which is now quite old. Children's and Teen Librarian Petrino believes that \$500 would be ample to get the system, some games, and additional controllers. Is this a project that the Board would support financially?

Building

- The Town had another electrician look at the lighting computer for the Library on Sept. 10 with a follow up discussion on Sept. 27. The electrician reached out directly to the manufacturer, but there was no resolution to the issue. The lights are becoming increasingly problematic as some zones will not turn on without several resets. The electrician recommended replacing the existing system with another make and model. Town Administrator Luiz requested that I reach

out to All Electric (the company that installed the existing system in 2016) for a quote as well. Where it stands now is that All Electric will provide a quote for having a technician from the manufacturer come out and diagnose the problem. They believe that it can be fixed with replacing a part as the system, while five years old, is not outdated. I have asked Town Administrator Luiz to expedite this project when the quote is received as it is becoming burdensome to the staff.

- Town Administrator Luiz has arranged for the Town Handyman to scrape and paint all of the soffits on the building that were not done recently by the roofing contractor.
- The Starbucks machine has had an increase in popularity in the afterschool hours. The touchscreen has been temperamental. I have placed a service call on it and will continue to monitor it.

Finances

- Checks written/Debit card Purchases:

8/13/21: Debit card, \$99.04 - Guestbook for Nancy Lincoln purchased through Etsy

9/18/21, Check Number 226 - Erley Pulgarin -- stop payment as the check was reported lost (thank you to Treasurer Toczek for stopping payment quickly)

9/21/21, Check Number 227, \$44.08 - Aramark Coffee

9/21/21, Check Number 228, VOID

9/21/21, Check Number 229 , \$117.56 - Barbara Groves, Retirement party supplies

9/21/21, Check Number 230, \$80 - Erley Plugarin, Retirement party set up/break down

Check to the Town for Stripe Late Fee payments will be written in October

- Deposit

9/2/21, \$165 stuff-a-bear revenue

9/2/21, \$2,000 Huisking Foundation donation

Additional donations totaling \$1,400 came in at the end of September. Those funds will be deposited in October.

- Stripe payment (Stripe has changed its reporting features. These numbers need to be reconciled to bank statements)

August: \$0

September: \$75.87

Programming

- October programs are available [here](#). Indoor programming is resuming with limitations and registrations required. This decision was made in consultation with Town Administrator Luiz and other Town Department Heads. Staff with programming responsibilities will meet soon to discuss expanding programming and resuming Makerspace programming.

Operations

- Gate counts:

August: 3,167 (down about 30% from pre-pandemic)

September: 4,061 (down about 20% from pre-pandemic)

- Print circulations:

August: 6,099 (up 18.2% from pre-pandemic)

September: 4,389 (up 9.4% from pre-pandemic)

- 1st quarter report will be presented in November

Departmental Highlights

Children's And Teens – Alessandra Petrino

Children's Room/YA Space Updates:

- In September we reinstalled one of the teen computers in the YA Space for Internet/Homework use.

- September began our children's room remodel- with the help of staff and volunteers we moved all collections into the community room for approximately 1 week, dismantled and

removed old shelving/furniture. Installers put together all shelving- there are a few pieces that will be replaced due to missing/damaged when received. Once shelving was up, we were able to move the collections back into the children's space onto their new shelves with the help of staff and volunteers. Installers returned to install canopy tops/end panels and assemble furniture. We expect the rest to be done in October.

- The children's room now has new residents for patron's enjoyment- 3 fish. In October we will have the children enter names for a naming contest.

Notable Children's/YA Programs/Collections:

- In September we continued our outdoor and virtual programs which included Storytime and book chats.
- We held a few special programs for families: Cartooning with Rick Stromoski- How to Draw Dinosaurs and Food Explorers: Learn to Make Apple Pie Pop Tarts. Both were held virtually and well attended.
- We held a College Essays Made Easy program with Weston Resident Cheryl Weinstock, though we had a good amount of people register, only 3 people (1 family attended). We are holding another session in October.
- Several of our programs had to be cancelled due to rain.

Upcoming:

- In October we hope to have the room remodel complete with all shelving and furniture in place.
- We are going to reinstall the AWE stations in the children's room in the younger child area and 2 Internet/Homework computers for grades 3-6 in the older child area.
- We have several special performer/event programs in October that will be held virtually including: Food Explorers- Learn to Make Pumpkin Cinnamon Rolls, The Baking Coach: Make Monster Brownies, Turtle Dance Music's Spooky Halloween Show, College Essays Made Easy with Cheryl Weinstock and Navigating College Admissions with Stand Out for College.
- In October we will begin holding in-person indoor programs for children and teens. There is limited capacity for these programs. We will continue our book chats virtually.
- In October I will be attending 2 virtual conferences: NELE Leadership/Management Day on 10/1 and New England's Teen Summit Unconference on 10/8.

Other:

- The inaugural Emerging Leaders Virtual Cohort through New England Library Association that I was accepted to has been meeting since August 9th and will continue through October 10th. We have had the chance to learn and speak with some incredible speakers, presenters and leaders in both the library world and across the New England States and U.S.

Thank you to our board for all your help with the children's remodel/renovation and a special thank you to those that volunteered to move the collections in and out of the space! We couldn't do this without you!

Administrative Department – Karen Tatarka (meetings not included above)

Professional Meetings/Outreach

- 9/8 - FLAG Meeting - presenter Brad Bullis from the State Library on the state of eBook publishing and the State Library's work on the Palace app
- 9/14 - Bibliomation Finance Committee meeting
- 9/16 - State Library Resource Sharing Vision meeting and next steps for presenting the completed vision to the State Library Board (the Resource Sharing Committee was established under the Advisory Committee for Library Planning and Development, which I now chair)
- 9/16 - State Library Digital Inclusion Taskforce Meeting
- 9/20 - Meeting with other Town Department heads and Town Administrator Luiz regarding room use and programming
- 9/23 - Bibliomation Board Meeting
- 9/27 - State Library workshop on changes to the Annual Report (due November)

- 9/28 - Professional Development: Session 1 of 3 of Library Journal's Fostering and Antiracist Culture workshop

Zoom Hybrid Programming:

- Program type and size depends on our zoom plan
- Using their free version, you can host up to 100 participants but you're limited to 40 minutes
- pro plan, you can host a hybrid event with 100 people but don't have time restrictions
- business plan, you can host hybrid events with 300 participants
- enterprise customers can host 500 people
- Camera (Some want two, one for showing the speaker and another to show the whole physical audience)
- Microphone (some want two again, one for the speaker and one to pass around so people in the zoom/hybrid programming online can hear what the other participants in the physical space are saying)
- Display/Projector/Monitor
- If doing a workshop the physical participants would bring their own laptops to be able to join the zoom meeting on their computer and interact with the online audience in that hybrid program

Zoom Room Appliances Brochure:

https://explore.zoom.us/docs/doc/Zoom%20Rooms%20Appliance%20-%202020.pdf?_ga=2.3867315.2009349741.1632851364-849308093.1632851364

- These appliances vary in price depending on the size of the room they are compatible for
- Could get one for a small/medium space (like the conference rooms) and one for a large space